

Approved

**Wethersfield Library Board
Minutes of March 24, 2009**

Members present: Greg Bedula, Kimberly Bobin, Paul Courchaine, Susan Grady, Ralph Horowitz, Jennifer Miglus, Brad Milvae, Polly Moon

Members excused: Clare Meade

Staff present: Laurel Goodgion, director; Liz Kirkpatrick, asst. director
Joan Guthier, Collection Services Manager

Others present: John Cascio, Town Council Liaison

CALL TO ORDER

Chairperson Polly Moon called the meeting to order at 7:00.

PUBLIC COMMENT: NONE

ADDITIONS TO THE AGENDA: NONE

STAFF PRESENTATION

Joan Guthier, Collection Services Manager, distributed a brochure delineating the core services of the department. The brochure opened with positive feedback in the form of patron comments, most of which praised the excellent customer service. There is fast turnaround for interlibrary loans. Up to 1,300 items are checked out daily. More than 25,000 items are returned/shelved each month. A lot of the work of Collection Services is invisible to the public: processing over 2,000 reserves monthly, ordering over 1,200 books and media items each month, then receiving, unpacking, processing, and labeling them. Now with many more people using the Library, more staff will be needed at the checkout counter. Joan noted the new and improved location of the circulation office. The technical services office is a dream come true.

CHAIRPERSON'S COMMENTS

Polly Moon complimented Joan on the excellent Collection Services brochure. She asked about volunteers in the Library. Joan answered that the Library is looking for a volunteer co-coordinator. Volunteers keep the Library looking "cleaned up" by picking up stray books and cleaning DVDs. There are two volunteers now.

Polly reported that Jen Miglus and she attended the Town Council meeting and waited until 10 o'clock to give her report. She also thanked Jen for speaking.

There will be a budget workshop on April 27. The annual budget hearing will be held on April 20. The Library needs to have community support. Each Board member was urged to find two people who will speak in support of the Library at the hearing.

Polly reminded Board members to wear their name tags to the Literary Landmark presentation on Thursday, March 26. She also reminded everyone of the next three meetings/events: the April Board meeting, the Town Budget hearing, and the Library Budget presentation/workshop.

The Board needs to form an ad hoc Board Development Committee to find potential Board members to replace any that will be leaving at the end of June. The Board Development Committee will work with the screening committees of both political parties to vet potential candidates. The new Board needs to be in place by July 1, 2009. The grand opening event will now be held in May. Forms for the evaluation of the director will be distributed. Laurel will be asked to do a self-evaluation. In June there will be an executive session to review evaluation forms and give Polly direction on meeting with Laurel.

At 7:32 Luci Domick arrived.

RENOVATION

Laurel reported that the Building Committee approved funds to re-key a dozen keys, including those for the study rooms. The egg crates on the lights in the dark area near the magazines will be replaced so that there will be better lighting in that area. The location of some furniture is still being adjusted. The contractor still has a punch list. Workers will replace the carpeting with the wrong pattern on Good Friday. Nutmeg, the company for Phase 1 of the renovation, has agreed to address leaks on the stained ceiling tiles. They will also connect the diffusers in the children's room and offices.

FRIENDS

President Luci Domick reported that the Friends won't be needing the book drops offered by Laurel. They are preparing food from colonial times for Phil Lohman's talk on *Witch of Blackbird Pond* Thursday evening. The Friends have concerns about a donors' reception and will not be funding it. They felt that donors' names in the newspaper and in Word by Word should be enough. Also it is a year later. Laurel said there would still be an opening reception for the public. Book sales are doing very well. Lucille Plouffe, Mary Beth Mahler, and Anne Hock are taking stock of all the books. A book dealer paid \$200 for an O.E. D. and Eulogies for J.F.K. There will be a book sale on June 13. The Friends have signed up for a fundraiser with Lord and Taylor. A ticket will cost \$5 and can be used for one day of shopping with 15% off anything in the store. There are other discounts and benefits. The Friends will be supporting the museum passes for next year.

COUNCIL LIAISON

John Cascio said the budget process for 2010 is underway. There is a \$2 million dollar deficit for 2009, which will have to be made up. Earnings and monies from the state will not be there. The town is not getting what it anticipated. All bargaining groups will have to look at furloughs. There will have to be concessions from the town staff and the Board

of Education. This is the twentieth budget John has worked on, and it is the most difficult one yet.

The search for a town manager has gone out again.

APPROVAL OF THE MINUTES

The minutes of February 24, 2009, were approved as distributed. There were three abstentions.

QUESTIONS FOR THE DIRECTOR

Laurel and Liz met with reps from the Citizen Energy Committee. They agreed to do a “green” display of relevant books and discussed future programs that the Library and the committee could co-sponsor.

Laurel and Pam met with a board member of the Webb Deane Stevens Museum and discussed genealogy programs that they could co-sponsor.

Meetings were held with school staff to discuss summer reading assignments.

The high school held its March faculty meeting at the library. The middle school will hold its faculty meeting in the library in April.

Laurel spoke to the Lions Club about the renovated library.

Phil Lohman and Ralph Horowitz hung the witch map-and other maps-in the Wethersfield Room.

Laurel clarified some items from the Action Fund.

Brad Milvae noted that the names need to be changed on the Endowment Fund.

COMMITTEE REPORTS

Finance Committee

The Library budget has been submitted to ~~the~~ Town Manager Bonnie Therrien. She cut the budget by \$72,000. The Town Council will have to make certain budgetary decisions. Polly said it will be up to them to decide if the town has a full-time or a part-time Library. There will not be that much saving in cutting Library hours by one evening.

Paul Courchaine, Ralph Horowitz, and Clare Meade are working on the presentation of the Library budget. They are also looking for feedback from the Town Council Budget Committee.

John Cascio said the Library would be neglectful if its budget did not reflect a true picture of a fully functioning Library. A full-time Library cannot function on part-time monies.

P.R. /COMMUNITY OUTREACH

Kim Bobin had been working on the donor reception with Luci Domick.

Susan Grady contacted some Wethersfield residents asking them to write letters recommending an RFID system for the Library to Congressman John Larson to be part of an appropriations bill.

Jen Miglus’s letter to the editor was published in *Wethersfield Life*.

Some kind of stickers will be worn by Library supporters at the budget hearing on April 20.

At 8:34 John Cascio and Luci Domick left.

At 8:34 Paul Courchaine moved to go into executive session. Brad Milvae seconded. The motion carried.

At 9:05 Paul Courchaine moved to come out of executive session. Brad Milvae seconded. The motion carried.

At 9:05 Paul Courchaine moved to adjourn. Ralph Horowitz seconded. The motion carried.

Respectfully submitted,

Susan Grady
Secretary

Date

Polly Moon complimented Joan on the brochure. She asked about volunteers.